

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Indian Health Service  
Rockville, Maryland 20857

Refer to: OD

INDIAN HEALTH SERVICE CIRCULAR NO. 97-05

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**CHARTER**  
**COUNCIL OF CHIEF MEDICAL OFFICERS**  
**OF THE INDIAN HEALTH SERVICE**

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- i. PURPOSE. The Council of Chief Medical Officers (CCMO) facilitates the achievement of the Indian Health Service (IHS) mission and strives to ensure that Indian health care programs are Of the highest quality and are designed and operated in an effective and responsible manner.
2. Responsibilities. The work of the CCMO includes four basic functions:
  - a. Develops and recommends to the IHS Director, the Executive Leadership Group, and the Indian Health Leadership Council (Council) solutions to management and clinical issues that affect the health status of American Indians and Alaska Natives (AI/AN).
  - b. Makes recommendations on policies that affect the health status of AI/ANs.
  - c. Recommends improvements that maximize the effectiveness, efficiency, and appropriateness of Indian health programs.
  - d. Provide guidance and leadership to agency efforts to ensure continued improvements in the quality of Indian health clinical programs.

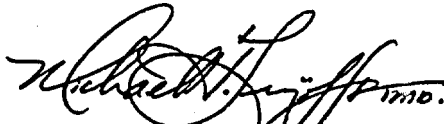
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3. **MEMBERSHIP AND OFFICERS** The CCMO is a permanent council of the IHS: The CCMO is composed of Area Chief Medical Officers (CMO), the IHS CMO; and the Director, Office of Public Health. The Chair and Vice-Chair are elected by members of the CCMO and serve staggered terms of 2 years. The Vice-Chair presides in the absence of the Chair. Elections shall be held at the first meeting of the calendar year.
4. **RELATIONSHIP**. The CCMO coordinates and communicates with the Executive Committees of the National Council of Clinical Directors (NCCD), National Council of Nurses (NCON), and the National Council of Service Unit Directors (NCSUD) on program issues, action items, or policies of mutual concern.  
  
The IHS CMO or his/her designee shall attend at least one of the Executive Committee meetings of the NCCD, NCON, and NCSUD annually.
5. **B**. The CCMO shall carry out **such** responsibilities and authorities as are provided in this Charter, as well as those delegated to it in writing by the Chair of the Council. -
6. **MEETINGS**. The CCMO meets quarterly or as necessary. The date and locations of the CCMO meetings shall be determined by the Chair.
  - a. One CCMO meeting each year is concurrent with a Council meeting.
  - b. One CCMO meeting each year shall be concurrent with the annual combined meeting of the NCCD, NCSUD, and NCON.  
The agenda and supporting material for each CCMO meeting shall be developed and delivered to members a minimum of 5 days prior to meeting dates.
7. **A D**. The Chair of the CCMO may appoint ad hoc committees as necessary to address particular **issues** and problems relevant to the purpose and responsibilities of the CCMO. Such committees shall be chaired by a CCMO member and may include other IHS, tribal, or urban staff who possess expertise relevant to the charge of the committee. The structure, objectives, and charges to committees shall be clearly outlined and delineated prior to a committee beginning its activities. The Chair of the CCMO establishes the reporting requirements and timelines for each committee.

8. **REPORTS.** The Chair of **the** CCMO is responsible for assigning and coordinating the drafting of reports, position statements, and recommendations of the CCMO. The IHS CMO reports at each quarterly meeting of the Council.
9. **EVALUATION OF PERFORMANCE** The CCMO performance is evaluated annually by the CCMO members. At the first annual meeting, the Vice-Chair shall present the written assessment for the preceding year. This annual review includes, but is not limited to:
- a. A self-assessment by the CCMO of the extent that (1) the work it has undertaken, delegated, or been assigned has been accomplished, and (2) meeting agendas and program issues addressed reflect the overall responsibilities outlined in this charter.
  - b. A review and reaffirmation or revision of this Charter by the full CCMO.
10. **SUPERSEDURE-** This circular supersedes IHS Circular No 92-11, "Charter, Council of Chief Medical Officers of the Indian Health Service," dated September 4, 1992.

**EFFECTIVE-** This circular is effective upon date of signature by the Director, IHS.



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